

HANDBOOK

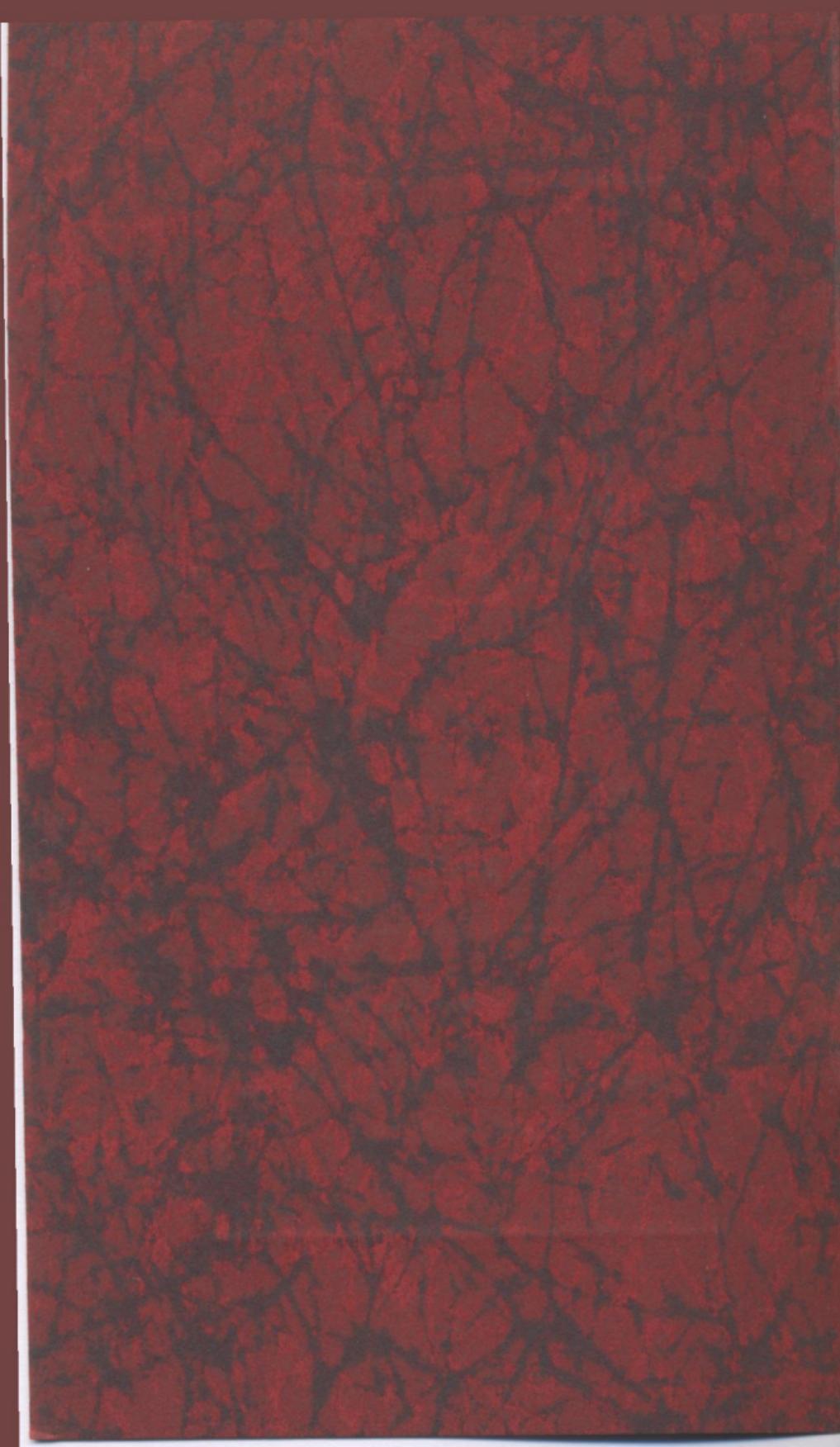
FOR

STUDENTS

OF THE

State Teachers College
At Mansfield

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It is our desire to encourage the young women of our Teachers College who have so earnestly and faithfully given their time and energy to build a foundation for complete living on and off the campus, by which our college girls may find an inspiring and comfortable basis that moulds a permanent character.

There can be no government except through self-control. Through the wise administration of student affairs, under the guidance of the Dean of Women, the Student Council has become an efficient force in self-government in college life. To them we dedicate this little book.

WILLIAM R. STRAUGHN.

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Officers of Student Co-operative Government Association—1928-1929

Frances PhilpPresident
Dolly GleocklerRecorder
Emma BattleTreasurer
Claire Sperry....Sec. Public Service
Gertrude Custer....Sec. Social Dept.
Lydia Rogers.....Sec. Industry
Helen Swartz..1st Delegate-at-Large
Julia Beaver..2nd Delegate-at-Large
Helen Howard..3rd Delegate-at-Large
Miriam Howells..4th Delegate-at-Large
Eva Hulslander..5th Delegate-at-Large

CONSTITUTION of the WOMEN STUDENTS CO-OPERATIVE GOVERNMENT ASSOCIATION of MANSFIELD STATE TEACHERS COLLEGE

ARTICLE I

Name

This organization shall be called the Women Students' Co-operative Government Association of Mansfield State Teachers College.

ARTICLE II

Purpose

The purpose of the Association is to help direct student activities and to maintain good order in the college community, especially by fostering the civic virtues of self-control, courtesy, co-operation, responsibility, and obedience to lawful authority.

ARTICLE III

Membership

All women students are members of this Association.

ARTICLE IV

Dues

Dues shall be 50 cents a year. (Two semesters.)

ARTICLE V

Departments

Section 1. The Association shall carry on its work through the following departments:

1. The Department of Industry.
2. The Department of Public Service.
3. The Social Department.

Section 2. The members of the Student Councils sitting together shall constitute the legislative body of this Association.

ARTICLE VI

General Officers

Section 1. Each year there shall be elected by this Association the following officers:

1. A President.
2. A Recorder.
3. A Treasurer
4. A Secretary of the Department of Industry.
5. A Secretary of the Department of Public Service.
6. A Secretary of the Social Department.
7. Two delegates-at-large to represent the dormitory students.
8. A number of delegates-at-large to represent the downtown students.

Section 2. The Dean of Women shall be a member ex-officio of all departments.

ARTICLE VII

Duties of General Officers

Section 1. The President shall (1) preside over all meetings of the Women Students' Co-operative Government Association; (2) preside over meetings of the Governing Council; (3) act as a member of the Advisory Council of the college.

Section 2. The Recorder shall keep the minutes of meetings of the Association and the Governing Council,

answer the correspondence of the Association and keep its records.

Section 3. The Treasurer shall receive all funds of the Association and pay bills against it as directed by the Council.

Section 4. The Secretary of Industry shall be the executive head of all student activities concerning punctuality, attendance, study and scholarship.

Section 5. The Secretary of Public Service shall be the executive head of all student activities which pertain to the convenience of community living, including orderliness in and about the buildings, safety, lights and care of mail.

Section 6. The Secretary of the Social Department shall be the executive head of extra curricular activities co-operating with the religious, literary, musical and athletic organizations of the college. She shall also be concerned with the maintenance and improvement of ideals of order, self-control, voice and courtesy.

Section 7. The downtown delegates-at-large shall represent the downtown students and shall be the assistants of the three departments.

ARTICLE VIII

Floor Officers

Section 1. At intervals during each semester there shall be elected from each floor, voting separately, a com-

mittee to serve in each of the three departments; namely, the Department of Public Service, the Department of Industry, the Social Department.

Section 2. For voting purposes the students of the Home Economics Cottage shall be considered members of the second floor.

Section 3. Students living at the Home Economics Cottage shall select a chairman to represent all of the three departments.

ARTICLE IX

Duties of Floor Officers

Section 1. The committees shall co-operate with the heads of their several departments in carrying out the work and maintaining the ideals of the departments.

Section 2. It shall be the right and duty of a committee member to see that the regulations of her department are observed by all students whether they are members of her floor or not, such as halls, stair-ways, campus, dining-room, students' rooms and off campus, as in restaurants.

Section 3. The members of each department shall meet at least once a month.

ARTICLE X

Governing Council

Section 1. The Governing Council shall consist of the President, the

Recorder, the Treasurer, the Secretary of Industry, the Secretary of Public Service, the Secretary of the Social Department, the Delegates-at-Large and the Dean of Women.

Section 2. The Governing Council shall have full power to see that the rules and regulations of the Association are kept.

Section 3. Complaints against any student thought to be guilty of violating any law of the college may be made to the Secretary of the Department in which the offense has occurred.

Section 4. The department in which any offense is said to have occurred shall, when necessary, state the case to the Governing Council after which the accused student shall have the right to speak in her own defense. The action of the Governing Council may extend to recommendation of the student to the Dean of Women and the Principal of the College for suspension or expulsion.

Section 5. Written records of all offenses reported to the Governing Council shall be kept in the files of the Association.

Section 6. The Governing Council may appoint any additional officers found necessary for the enforcement of law and preservation of order.

ARTICLE XI

Advisory Council

Section 1. The Advisory Council shall consist of the President of the Women Students' Co-operative Government Association, the President of the Men's Student Government Association, the Dean of Women, the Dean of Men, the Principal of the College, or in his absence, the Dean of Instruction of the College.

Section 2. The Advisory Council shall have the power to bring to the attention of the Governing Council any matter pertaining to student welfare which needs consideration and shall act in an advisory capacity to the Governing Council.

ARTICLE XII

Rights and Duties of Members

Section 1. It shall be the right of every member of this Association to make suggestions to any officer for the improvement of the laws of the Association and for anything concerning the general welfare of the college.

Section 2. It shall be the duty of every member (1) to uphold the reputation of Mansfield State Teachers College through the exercise of co-operation, self-control, courtesy and obedience; (2) to respect the authority of all officers; (3) and to attend the meetings of the Association.

Failure to do so shall be considered an offense.

ARTICLE XIII

Qualifications for Office

Section 1. All candidates for membership in the Governing Council shall be: (1) Students in good standing, with honorable records for regularity and punctuality in classes, for conduct and for scholarship; (2) Students who have evinced qualities of leadership and who stand for the best things in American citizenship and in our college life; (3) The President shall be an upperclassman.

Section 2. A candidate's name may be legally placed for nomination for membership in the Governing Council after (1) it has been presented to the Council or Dean of Women accompanied by the signatures of ten students, and (2) the Principal, the Dean of Instruction, the Dean of Women, and the Dean of Men have satisfactorily passed upon the candidate's record.

Section 3. There shall be twice as many upperclassmen as there are freshmen representatives on the committee for each department.

ARTICLE XIV

Amendments

Amendments to this Constitution may be made at any time by the Association.

The Work of the Departments

The pages which immediately-follow aim to give an idea of how the three departments carry on their work and to acquaint you with their regulations concerning activities directly under their control. These statements contain, for your convenience, certain long-standing regulations not initiated or controlled by the student government. The government is, however, interested in their being observed.

THE DEPARTMENT OF PUBLIC SERVICE

This department aims to make our living together more pleasant and safe and to preserve the school property entrusted to our care. We hope to extend our usefulness as your requests point out your needs.

Lights

1. All lights must be out at 10 p. m. Every girl shall be in her own room by five minutes of 10 p. m. In case there is something to interfere with the usual retiring hour—such as entertainment, recitals, concerts—twenty minutes are allowed for lights

after arriving inside the dormitory or at the boarding place in town.

Mail

1. Each dormitory girl is assigned a lock box in the postoffice on second floor and her mail placed therein.
2. Dormitory girls must not go for the night mail until 9:30 p. m.

Care of Rooms

1. All rooms should be arranged and decorated in good taste, and carefully cared for.
2. Tacks, nails, or pins must not be used in the walls. All pictures or banners must be hung from the moulding.
3. Girls may clean their rooms on Tuesdays and Fridays from 6:30 a. m. till 6:00 p. m.
4. Rugs may be shaken from the third arcade only.
5. Every room is inspected and rated once a week by the matron.

Laundry

1. Outgoing laundry bags should be placed near the freight elevator on second floor Sunday night.
2. The laundry rooms are open for the use of girls from 12:30 p. m. till 5:30 p. m. and from 6:30 p. m. till 7:30 p. m. from Monday until Saturday and from 8:00 a. m. till 5:00 p. m. on Saturday.

Errand Leave Down Town

1. Permission to dine down town, spend the week-end with a down-town friend, and the like, must be secured from the Dean of Women.
2. Permission to go down town after 6:00 p. m. must be secured from the Dean of Women.
3. Upperclassmen have errand permission down town until 8:30 Friday and Saturday evenings.

Week-end Leave

1. All girls who desire to spend week-ends at home regularly or often should file a permission blank signed by their parents in the office of the Dean of Women at the beginning of the college year.
2. Similar blanks should be presented to the Dean for other out-of-town trips each time.
3. These blanks are to be mailed directly to the office of the Dean of Women.
4. All girls leaving the dormitory for the week-end must sign the book in the Reception Room.
5. Downtown students must sign out at their boarding places.

Attendance at Church

1. All students are expected to attend church at least once a week. Girls are urged to affiliate with one of the Sunday Schools if possible.

2. Girls desiring to attend church any evening must sign the book in the Reception Room before leaving the dormitory.

Fire Drills

1. Alarm—One long continuous ring:

a. In case of fire ring the alarm on any floor.

2. Fire Captains—The girls in the farthest corner rooms on each floor shall act as fire captains going toward each exit and seeing that each room is empty.

3. Drill—Leave building by nearest exit. All outside doors have firebolts that allow opening from the inside at any time.

(a.) In student rooms—

(1) Turn on light.

(2) Leave door wide open.

(3) Close windows.

(4) Avoid pushing and jostling others.

(5) Maintain absolute quiet.

THE DEPARTMENT OF INDUSTRY

This department aims to assist the college in maintaining a high standard of scholarship by regulating study hours and providing periods for rest and quiet. We believe that the well-poised, efficient woman has a definite time for work, that she has adequate rest, and that she takes time for reflection.

1. There is to be a suitable degree of quietness and order throughout the building at all times.
2. On study hour nights, which are the first four nights in the week, the halls and rooms are to be kept quiet from 7:30 until 9:30 p. m.
3. Girls desiring to work in the library evenings should pass directly and quietly and should not loiter on the arcade to talk.
4. Noiseless bedroom slippers must be worn during study hour.
5. Quiet hour shall be observed Sunday from 2:00 to 3:00 p. m. and from 8:30 to 9:30 p. m.
6. All rules and regulations apply to guests when the college is in active session.
7. The committee of this Department shall see that their floors are kept quiet and when necessary, remind girls of their responsibility. They shall see that these regulations are carried out.

THE SOCIAL DEPARTMENT

The Social Department is concerned in developing correct social habits and the ability to co-operate toward the common good, also in helping to promote a wholesome social atmosphere in our college. It carries on its work through talks with the students, through "drives" and through helping in providing opportunities for social good times.

Social Calendar Last Year

Receptions.
Parents' Day.
Hallowe'en Party.
Christmas Party.
All-School Party.
Class Dances.
Lyceum Numbers.
Dramatic Club Play.
Emersonian Club Play.
Rurban Club Play.
Athletic Club Vaudeville.
Hikes.
Freshman Tea to Upperclassmen.
Minor Club Parties and Club Dances.
Moving Pictures in the College Gymnasium.
College Dances in the College Gymnasium.

ORGANIZATIONS

The following organizations, some of long-standing, others very recently formed, are open to women students:

The Art Club

This is an honorary society. Any student who attains a grade of ninety per cent in Junior Art is eligible to membership. Its aim is to increase the significance and appreciation of the fine arts among the members of the college.

Girls' Athletic Club

This club aims to encourage college spirit and promote all kinds of athletic contests. It is particularly interested in tennis, hockey, soccer, basketball, baseball and track. The regular letter of the college is awarded for participation in athletics.

Cecelian Glee Club

Students who have good voices and a fair ability to read music become members of this club. It accomplishes at least three things: provides music for special occasions, familiarizes its members with beautiful part songs, teaches the right use of the voice.

Domicilian Club

The Domicilian Club aims to de-

velop comradeship and promote social life among the girls of the Home Economics Department; to develop personality, leadership and initiative. Freshman Home Economics students are initiated into the club at the beginning of the second semester.

Dramatic Club

This is particularly interested in studying modern drama and presenting short plays. One lengthy play is presented each year.

Emersonian Literary Society

Meetings of the club are held twice a month and they are of a social and literary nature. Each one of the members has given a summary of the week's current happenings at some time throughout the year. Any student is eligible to membership.

The German Club

Students interested in German are eligible to this club.

Hiking Club

Members of this club are especially interested in walking. During the last year they have sponsored many hiking parties and several social affairs. The members work definitely for a hiking score for which numerals and letters are awarded. Any woman student is eligible to membership.

Music Supervisors' Club

Persons in the course in Music Supervision belong to this club. The object is to develop a broader interest in music. Current events in the musical world, the lives and works of composers are discussed at these meetings.

Out-Door Club

Members of this club are interested in studying birds and flowers and becoming better acquainted with our out-door environment. Their meetings are literary and social. In addition to their usual trips they are planning frequent longer excursions.

Rurban Club

This club aims to make a careful study of the the country life and to develop in its members a conscientious sense of personal responsibility in country life betterment.

Young Women's Christian Association

Membership in the Y. W. C. A. is open to all girls in the College. Its purpose is to develop a higher spiritual ideal among the girls and to give opportunity for service to others. Regular weekly devotional meetings are held, at which time interesting and helpful talks are given by faculty members. During the past year the

Y. W. C. A. sponsored a number of delightful social occasions, among which were the "get acquainted" teas, hikes, and a Leap Year Valentine Dance. The Y. W. C. A. also contributed generously to the Harrison Valley and Bethel Orphanages, to Dr. Lew in Korea, and also to Miss Rue, a missionary in the Southern Mountains.

The Y. W. C. A. rooms are conveniently located on the first floor of North Hall and are open at all times to the girls. The rooms consist of a modern well-equipped kitchen with electric stoves, cooking utensils of all kinds and complete sets of china and silverware. The living room is large enough to accommodate all the girls and is very tastefully decorated and furnished. The girls have a number of games, a Victrola, piano and radio at their disposal.

The Flashlight

The Flashlight is issued weekly and gives college news and reflects student opinions.

The Carontawan

This is the official record of our college and of value to every student who claims allegiance to Mansfield.

The name "The Carontawan" is taken from the Indian words meaning "The Little Town on the Hill." This title was selected by the first

board in 1918 and with unbroken continuation has grown revered by thousands of graduates.

It is strictly a Senior Class project. To do justice to everything in the college life each incident is carefully noted, collected and woven into a coherent pattern of accurate form. This duty has always been fulfilled by every board and each annual shows a higher standard of efficiency through trials and sorrows of the preceding editors.

STUDENT PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

1. Membership.

- (a.) Minimum Requirement—Active membership in one organization exclusive of Y. W. C. A.
- (b) Maximum Allowance—Active membership in two organizations exclusive of Y. W. C. A. and class organizations.

2. Office Holding.

- (a.) Maximum — One major and one minor office at the same time or two minor offices.

(b.) Major Offices:

President of any Club or Class organization.

Secretary of any organization.
Treasurer or Business Manager of any organization.

Editor-in-chief of Flashlight.
Editor-inChief of Caontawan.

(c.) Minor Offices:

Student Council.

Y. W. C. A. Cabinet.

Any office (except major) in any club.

Note:—Exceptions to the above regulations must be made through the offices of the Dean of Women.

FOR YOUR INFORMATION SOCIAL REGULATIONS

Walking After Dinner

1. In summer as soon as the conditions of the campus will permit the social hour after dinner may be spent on the campus or walks about the campus.
2. The walks to be so used are the walks on the west side of the campus which extends in front of the Principal's residence and the north walk as far as the training school. The lane back of the buildings shall not be used.

Hiking

1. Hiking clubs will be held accountable for the conduct of all members on hikes, whether in large or in small groups.
2. Hikers must not "pick up rides" or accept invitations to ride.
3. Plan your hikes so that they are not too long for you to walk all the way.
4. Girls walking outside the boro limits must go in groups of not less than two. Three is advised as a precaution in case of accident.

Chaperonage

1. All social functions of the student body and college organizations, or of any group of students must be chaperoned.

2. There must always be at least one representative from the faculty in the group of chaperones.

3. A list of the members of any party, with date, explanation of destination, and names of chaperones, must be presented to the Dean of Women before arrangements are completed. Blanks for this purpose may be secured at her office.

Social Evening Cards

1. All students desiring to take guests to college dances, parties or functions of any kind must secure social evening cards from the Dean of Women.

2. Guests leave social cards at the door of the Gymnasium or Concert Hall.

Use of Reception Room

1. Committees and Clubs.

(a.) Committees using this room must schedule date and hour with Dean of Women in advance.

(b.) Clubs using this room must schedule meeting at least one week in advance.

2. Women Students.

(a.) The room is open to women at all times when not already in use.

(b.) Women are free to entertain out-of-town guests in this room at any time subject to the regulations of the college.

3. Men and Women Students.

(a.) Men calling at North Hall to escort ladies to functions in Alumni Hall or the Gymnasium are requested to meet them in this room.

(b.) Upon returning men must leave the ladies immediately at the door of North Hall, and not loiter on the Arcade or in the corridor.

4. Use of Piano.

The piano may be used only by special permission from the Dean of Women.

THE DINING ROOM

We wish our dining room to be a place of social and cultural refinement. To realize this, certain regulations have been agreed upon by the students:

1. Be Prompt!
2. Girls enter the dining room first.
3. Everyone is seated when the signal is given by the head table.
4. All remain quiet during silent grace and announcements.
5. There is an appointed host and hostess at each table who will serve you.
6. Food must never be taken from the dining room.

THE HOSPITAL

The hospital is maintained for the use of dormitory students. Services are given free of charge to those who are ill. Students may go to the dispensary any time for medicine and a student may remain in the hospital one week without charge.

Day students may also get medicine at a small cost.

A resident physician and nurse are in attendance.

The doctor's hours are:

8:00-10:00 A. M.

7:00-7:30 P. M.

The nurse is on duty at all times. Illness of a student must be reported at once to the hospital by filling out a "sickness report." Trays for those who are ill may be had on this application providing the illness is reported before 11:30 a. m. or 5:30 p. m.

SONGS AND YELLS

MANSFIELD, HAIL!

Old Mansfield high upon the eastern hill, Dear Mansfield, hail to thee! Thy loyal sons and daughters with a will, salute in melody.

We bring a laurel wreath of praise, And pledge our love thro' all the days; Our Alma Mater, dear, all hail to thee! Old Mansfield, Hail to thee!

The world is better for the beacon light which thou hast shed abroad.

Strong hearts are stronger for the testing fight, That leads men up to God.

In all the varied walks of life, in peaceful paths and stress of strife.

You'll find thy sons and daughters true to thee

Old Mansfield, hail to thee!

We never can forget the days we've spent within thy hallowed walls.

We'll learn sometime what all your lessons meant, when larger duty calls.

For every law and rule of thine is made to fit our life's design.

Our Alma Mater, dear, All hail to thee! Old Mansfield, hail to thee!

The vision that we caught beneath

thy spell has opened up the way
To opportunity and serving well upon
the King's highway.
We love the memory of thy ways,
Strong lads and lassies fair as fays.
Our Alma Mater, dear, All hail to
thee! Old Mansfield, hail to thee!

FOOTBALL SONG

Cheer for old State College,
Shout loud and long, that victory
song.
Fight, team, for a touchdown;
Just play the game for Mansfield's
fame.
Forward down the field let's go,
With dashes and forward passes;
Fight right through and lay them low.
Come on, team, and win the game.

Red and Black victorious,
Push on to the goal;
Fight to gain a victory,
Mighty cheers will roll.
Fight! Fight! Fight!
Forward never faltering
Our's the goal to gain,
And as we march to the Victory
Cheer for Mansfield's fame.
Rah! Rah! Rah!

(Repeat chorus; end with just one
Rah!)

CHEERS

Long Mansfield

Mansfield, Mansfield, Mansfield!

Rah-Rah-Rah!

Rah-Rah-Rah!

Rah-Rah-Rah!

Mansfield, Mansfield, Mansfield!

Team, Team, Team!

Mansfield State

Yea Mansfield State!

Yea Mansfield State!

Yea Mansfield State!

Rah-Rah-Mansfield!

Rah-Rah-Mansfield!

M A N S F I E L D !

MANSFIELD!

Team! Team! Team!

Locomotive

M A N S F I E L D

(Increase in speed each time.)

Four times.

New Fight Cheer

Fight, Mansfield, Fight!

Fight, Mansfield, Fight! Fight!

Rah, Rah, Boomerang, Sis, Boom,
Clack!

We're from the land of red and black.

Rah, Rah, Rah, Rah!

Yeah, Yeah, Yea, Yea!

(Clap seven times)

Fight, Mansfield, Fight!

SOCIAL CALENDAR FOR THE
FIRST PART OF THE FALL
TERM

September 11—

3-5—Informal Reception by Y. W. in Y. W. Rooms. All women students are urged to come.
8:30-9:30—"Get Together Meeting." College Gymnasium.

September 12—

4:30-5:30—Freshman Meetings. Women students meet in the Y. W. Rooms. Men students meet in Alumni Hall.
7:30-9:30—Dance in the Gymnasium. Movie parties to the town Motion Picture House.
Games in the Y. W. Rooms.

September 13—

7:30-9:30—Faculty Reception to Students.

September 14—

7:30-9:30—Motion Pictures in the Gymnasium.

September 15—

7:30-9:30—Dance in the Gymnasium. Entertainment in the Music Supervisors' Rooms, Alumni Hall.

HILLS

I never loved your plains;
Your gentle valleys,
Your drowsy country lanes
And pleached alleys.

I want my hills—the trail
That scorns the hollow.
Up, up the ragged shale
Where few will follow.

Up over wooded crest
And mossy boulder
With strong thigh, heaving chest,
And swinging shoulder.

So let me hold my way,
By nothing halted,
Until at close of day,
I stand exalted.

High on my hills of dream—
Dear hills that know me!
And then, how fair will seem
The lands below me.

How pure, at vesper time,
The far bells chiming!
God, give me hills to climb!
And strength for climbing!

—Arthur Guiterman.

CORRECTIONS

Page 30. Social events scheduled for September 11, will take place on September 10. Events scheduled for September 12 will take place on September 11.

Page 12. Omit item 2 under "Mail."

